Alabama Department of
Child Abuse and Neglect Prevention
(Children's Trust Fund)

Program Year 2012-2014
(August 1, 2012 – July 31, 2014)

Request for Proposal

Table of Contents

Grant applications must be received <u>IN THE ADCANP OFFICE</u> by 5:00 p.m. CST on Friday, May 18, 2012. **The original application and five (5) copies must be complete and include all requested materials when submitted to the ADCANP office**. Do not fax or submit applications electronically. There are no exceptions to this deadline.

<u>SAVE YOUR APPLICATION (Excluding Attachments) ON A CD AND ATTACH IT TO THE ORIGINAL APPLICATION. Label the CD with the organization and program name.</u>

<u>Late applications will not be considered!</u>

Please <u>hand deliver</u> or <u>ship</u> applications via UPS, Federal Express, etc. to:

Alabama Department of Child Abuse and Neglect Prevention (ADCANP)
Children's Trust Fund
60 Commerce Street
Suite 1000
Montgomery, AL 36104

OR

Please <u>mail</u> applications to:

Alabama Department of Child Abuse and Neglect Prevention (ADCANP)
Children's Trust Fund
P.O. Box 4251
Montgomery, AL 36103

Introduction

This document contains the Request for Proposal (RFP) for ADCANP programs. The RFP and Grant Application may be downloaded from the ADCANP - Children's Trust Fund website March 30, 2012. The ADCANP web address is www.ctf.alabama.gov .

To request a grant application, please contact ADCANP at:

ADCANP (Children's Trust Fund)
P.O. Box 4251
Montgomery, AL 36103
(334) 262-2951
staff@ctf.alabama.gov

ADCANP will not fax the Request for Proposal or the Grant Application.

Organizations must submit a separate application for each program.

Categories for funding programs are developed by the State of Alabama Child Abuse and Neglect Prevention Board. The Board has the discretion to set funding priorities in all program areas.

RFP Training Meeting will be held as follows:

April 4, 2012 (Montgomery) – Location: Family Guidance Center Montgomery, AL 9:00am

2358 Fairlane Dr. Montgomery, Al 36116

It is not mandatory for applicants to attend RFP training meetings, but is recommended due to annual changes made by the ADCANP Board.

Significant Changes for Program Year 2012-2014

The program year grant cycle has changed from a one year period to a two year period. Budgets will be re-submitted after one year reflecting available funds.

Program Objectives and Target Data – University of Alabama, Pages 21-24
Read carefully - The programmatic information and forms have been revised by The University of Alabama, School of Social Work.

All grantees must participate in the online curriculum training **Bringing the Protective Factors Framework to Life in Your Work**, available through the National Alliance of Children's Trust and Prevention Funds.

Mission Statement: The Alabama Department of Child Abuse and Neglect Prevention, (ADCANP) secures resources to fund evidence-based community programs committed to the prevention of child maltreatment. We advocate for children and the strengthening of families.

Each program defines the way ADCANP accomplishes this mission by selecting program objectives. The group (parent/caregiver or child) targeted through programming classifies it in the type of programs funded. Research in the field of child abuse prevention proves that programs are most effective when they impact the entire family.

Examples include, but are not limited to, two parent families, single parent families, non-custodial families and extended families.

REQUEST FOR PROPOSAL
CHILD ABUSE AND NEGLECT PREVENTION GRANTS
(Grant Years: August 1, 2012 through July 31, 2014)

The State of Alabama Department of Child Abuse and Neglect Prevention (Children's Trust Fund) announces the availability of grant funding for child abuse and neglect prevention programs for Program Years 2012-2014. Eligible applicants for ADCANP grants are local or statewide public entities or private non-profit organizations meeting the requirements of Section 501(c) (3) of the Internal Revenue Code. Funds will be used for prevention programs encompassing Parenting Education and Support, Home Visiting, School-Based, Non-School Based/After School, Public Awareness, Mentoring, and Respite Care.

Grant Review Process

Proposals from each Congressional District are reviewed on a local and state level by a three-step process:

1. **Staff Level**
Alabama Department of Child Abuse and Neglect Prevention staff will review all grant applications meeting criteria as set in the RFP. Staff will indicate any tardy submissions of required data and any Corrective Action that may have been required by the agency if applicant is a current grantee.

2. **Local Level**
A Local Review Team approved by the State Board representing all seven congressional districts will review the grant applications. **This team will make recommendations to the State Board.** *No presentations or videos will be given to the Local Review Team.*

3. **State Level**
All grant applications will be submitted to the State Board with recommendations from the local grant review team and ADCANP Staff. The Board has the discretion to approve or disapprove funding and will make the final decisions on the funding amount granted. Board review is based primarily on the grant application, Local Review team recommendations, ADCANP staff recommendations and University of Alabama Evaluation Team's report to the State Board.

Notice of Approval

The ADCANP Director will notify the applicant in writing of an approved competitive application. Grantees will receive a contract specifying the conditions that the applicant must meet in accordance with applicable state and federal regulations. A list of all funding awards will be posted on the ADCANP website (www.ctf.alabama.gov) July 2012.

Request for Reconsideration

No reconsiderations will be entertained after the Board of Director's grant award.

Availability of Funds

Applicants are advised that the ADCANP grant process is competitive and that grants will be awarded in varying amounts, based upon the need and availability of funds. The total of grants awarded will depend upon funds available, as well as review of the grant applications.

Grant Application Ceiling

ORGANIZATIONS MAY NOT APPLY FOR MORE THAN A TOTAL OF $75,000 IN COMPETITIVE GRANT FUNDS FOR PROGRAM YEARS 2012-2013 AND $75,000 FOR 2013-2014.

Excerpts from Alabama and Federal Laws

The State of Alabama Department of Child Abuse and Neglect Prevention (Children's Trust Fund), under authority of Acts No. 83-735 and 83-736 is accepting applications for the establishment or maintenance of community-based child abuse and neglect prevention programs. Grant funds from ADCANP must be used solely for the purpose of child abuse and/or neglect prevention services to residents of Alabama and may not be expended for treatment.

Programs approved for funding will have a strong component of local support including utilization of community resources, collaboration among existing prevention programs, use of community volunteers, and a percentage match of local funding and in-kind contributions.

Prevention Program, Act-83-736, Sec. 2(a)6 - a system of direct provision of child abuse and neglect prevention services to a child, parent, or guardian.

Child Abuse, Act 83-736, Sec. 2(a)2 - harm or threatened harm to a child's health or welfare by a person responsible for the child's health or welfare, which harm occurs or is threatened through non-accidental physical or mental injury; sexual abuse, which includes a violation of any provision of Chapter 6, Article 4, Title 13A.

Child Neglect, Act 83-736, Sec. 2(a)4 - harm to a child's health or welfare by a person responsible for the child's health or welfare which occurs through negligent treatment, including the failure to provide adequate food, clothing, shelter, or medical care.

Children First Programs, Federal Tobacco Settlement under Section 3 of Act 99-441 of tobacco revenues to be allocated pursuant to Act 99-390 as codified in Section 41-15B-2.2, Code of Alabama 1975.

Community Based Child Abuse Prevention (CBCAP), Federal grant awarded to ADCANP under Section 201 of Title II of the Child Abuse Prevention and Treatment Act (CAPTA).

Temporary Assistance to Needy Families (TANF), Temporary Assistance to Needy Families was created by the Welfare Reform Law of 1996. TANF provides assistance and work opportunities to needy families by granting states the federal funds and wide flexibility to develop and implement their own welfare programs.

Timeline for ADCANP Program Year 2012-2013 Grantees and Applicants

RFP and Grant Application available	March 30, 2012
RFP Training Montgomery Family Guidance Center-- 2358 Fairlane Dr. Montgomery, Al 36116	April 4, 2012
Grant Application Deadline	May 18, 2012
Local Grant Review	June 14, 2012
State Board Review of Grant Applications	July 16-17, 2012
Announcement of Grant Recipients	July 20, 2012
Grant Award Contracts mailed	July 20, 2012
Contract Signature/Return Deadline	August 3, 2012
Grantee Trainings Locations to be determined	August 30, 2012

*August 30, 2012. Mandatory for ALL grantees

Financial Reports Due:

New Programs 4 Reports	Due:	Continued Programs 2 Reports	Due:
Aug 1- Oct 31	November 15, 2012	August 1- Jan 31	February 15, 2013
Nov1- Jan 31	February 15, 2013	Feb 1- July 31	July 31, 2013
Feb 1- Apr 30	May 15, 2013		
May 1- July 31	July 31, 2013		

University of Alabama Data Reports are due monthly based on due dates assigned by the Program Evaluation Team.

IMPORTANT: PY 2011-2012 (current) grantees: Final Financial Reports must be received by ADCANP no later than July 29, 2012 to receive funding for Program Year 2012-2013. University of Alabama Data Reports are due as assigned by UA Program Evaluation Team.

All contracts must be signed and returned by August 30, 2012 to receive funding. The funding period will begin August 1, 2012 and end July 31, 2014. All funds must be expended by July 31, 2014. No budget revisions are allowed after June 30, 2014.

ADCANP Program Definitions

Required Background Checks

All employees and volunteers having direct contact, care/treatment, or custodial responsibility with children eighteen years of age or younger, as per Alabama Department of Child Abuse and Neglect Prevention (ADCANP) – Children's Trust Fund policy, must have a national criminal background investigation completed prior to working directly with a child under the age of eighteen. Minimum requirements include:

- National Criminal Search
- National Sex Offender Report
- OFAC Report
- Alabama Statewide Search
- Social Security Trace Hawk
- E-Verify

The **estimated** fee for the national criminal background check is $14.00 - $16.00 per individual. A grant applicant will include funding for each background check in the proposed budget under the line of "Background Check".

Monitoring/Site Visits

All grantees will consent to monitoring/evaluation reporting requirements as established by the Department, including compliance reviews/audits to ensure financial and programmatic data accuracy. ADCANP will conduct site visits annually and/or as needed or requested. If ADCANP determines that the program is not progressing as planned, the Division Director may call for technical assistance in assessing or redirecting the program. *A Corrective Action plan approved by the grantee Board of Directors may be required.*

Contracting

Agencies will not start activities prior to receipt of a signed contract from the Children's Trust Fund. No funds will be made available to programs without a signed, executed contract. **Contracts must be signed and returned to ADCANP on the date specified in the contract to receive funds. Current grantees (PY 2011-2012) must submit an approved Final Financial Report by July 29, 2012 to receive funds.** Grant funds shall not be obligated prior to start date or after the termination date. All PY 2012-2014 grant funds must be spent by July 31, 2014. **Unexpended PY 2012-2014 funds will be returned to ADCANP by September 3, 2014.**

Program Start Up

All programs must begin within 30 days after the execution of a contract unless a later starting date is approved in writing by ADCANP. Failure to begin the program within these requirements will result in agency review and termination of funding.

Budget Revisions

All programs must adhere to the program budget approved by the Board. Programs may make budget revisions of up to 25% (Personnel – 10%) from any existing budget category to another. Budget revisions from any budget category, or adding new line items, must be submitted in writing and approved by ADCANP prior to implementation. If awarded a grant, no budget revisions are allowed after June 30, 2014, unless specified in the Grant Award Contract.

Responsibilities of the Grantee

Complete responsibilities of the grantee will be outlined in the contractual agreement. These responsibilities include, but are not limited to:

- Implement the funded program in accordance with the contract and the 2012-2014 RFP.
- Demonstrate an impact upon the population served by collecting data that demonstrates positive impact.
- Maintain accepted accounting methods – Best Practices standards.
- Publicize the income tax check-off, ADCANP Children's Trust Fund car tags, and facilitate fund-raising and public awareness for ADCANP.
- Acknowledge ADCANP as a source of funding in **all** printed or electronic materials related to the ADCANP funded program.
- Participate in the ADCANP/University of Alabama state-level evaluation process by collecting and submitting programmatic data on a monthly basis.
- Provide technical assistance to other communities in replicating the program model as requested.
- Attend Regional Grantee Training (one day only) Thursday, August 30, 2012.
- Work with assigned ADCANP Field Directors to coordinate site visits.
- Strongly encourage participation in local Children's Policy Council within grantee's county.
- Programs funded with CBCAP grant funds must emphasize parental leadership and parental involvement in the design and implementation of their evidence-based programs.
- CBCAP grantees must participate in a peer review process that will be utilized as a tool to provide a self assessment of the funded program.
- CBCAP grantees will provide information to ADCANP regarding evidence-based approaches used in their CBCAP program for the Annual Report.
- Conduct background checks prior to employment in accordance with Board Policy **(expenses necessary to conduct background checks must be included in budget regardless of amount requested).**
- Each program is required to notify their respective members of the Legislature in their District of all grant awards, car tag and income tax promotions and special events. Invite your State Senator and Representative to a district-wide event, which includes all ADCANP grantees funded in Program Year 2012-2014. Coordinate the media event with all ADCANP Grantees in the service area, county and/or Congressional District. Mail a copy of the letter of invitation and press release to the assigned ADCANP Field Director and ADCANP Director. If the Legislator(s) accepts, ADCANP will make every effort to have a ADCANP Board or Staff member join you to recognize the Legislator(s), and make photographs for the media. (In July, ADCANP will also notify members of the Alabama Legislature of grant awards immediately following the Board's approval of Program Year 2012-2014 grants).
- Board of Adjustment: See Section 41-9-65, Code of Alabama (1975). All claims must be filed in the Office of the Clerk of the Board, Alabama Department of Finance, Legal Division, within one year after the cause of action.
- Notify the ADCANP Director of special incidents and reports of suspected child abuse or neglect within 24 hours of event.
- Notify the assigned Field Director of any new program staff.
- Must distribute tobacco cessation, Shaken Baby Prevention and safe sleeping environment information to program participants.

- Must utilize a system of internal controls to protect and ensure the integrity and reliability of its financial information and data. It is the responsibility of the employees to understand the established internal controls and ensure they are implemented and effective.
- Must maintain compliance and oversight concerning the programmatic requirements, staff oversight and training, financial management and evaluation requirements as required by ADCANP.
- Must comply with the Risk Management requirements of ADCANP when reporting unplanned incidents that concern any of the following:
  - Serious complaints concerning harassment, discrimination or violence related to the ADCANP funded program;
  - Unplanned law enforcement response to the program;
  - Serious violation of policy and procedure by program staff;
  - Misuse of funds;
  - Any incident of a serious nature as determined by the program director.
- Will not discriminate in the provision of services to any eligible applicant on the basis of race, gender, age, disability, religion or sexual orientation.
- Will not expend any ADCANP funds on the purchase of legal services.
- Must maintain an up-to-date and accurate Organization Chart that reflects the staff of the ADACNP funded program.
- Must ensure the curriculum as established in the grant application will be utilized during the life of the grant. All staff members related to the project will be trained on the established curriculum and evaluated on their delivery of that curriculum.
- Must participate in the online curriculum training **Bringing the Protective Factors Framework to Life in Your Work**, available through the National Alliance of Children's Trust and Prevention Funds.

Program Funding Guidelines

ADCANP funds programs that impact child abuse at the primary and secondary levels:

Primary Prevention in child abuse refers to efforts aimed at positively influencing parents/guardians/caregivers, and/or children **before abuse or neglect occurs**.

Primary Prevention Services:
- are offered to all members of a population;
- are voluntary;
- attempt to influence societal forces that impact parents and children.

Examples of primary prevention programs include educational programs, hospital based programs offered to all birth parents, parenting and prenatal support classes, "awareness" announcements in the media, etc.

Secondary Prevention of child abuse and neglect refers to those supportive services targeted toward populations who are considered to be "at risk" because of their life situation. While child abuse or neglect may not have taken place within these groups, the probability that it will occur is presumed greater than in the general population.

Secondary Prevention Services:
- target a pre-defined group of "vulnerable" individuals;
- seek to prevent future problems by focusing on the particular stresses of parents/caregivers, and youth identified at risk (teen parents).

Examples of secondary prevention programs include support programs for teenage parents, programs for families, youth or children with identifiable stresses.

See page 35 for additional definitions of primary, secondary, and tertiary prevention. ADCANP will not fund a tertiary prevention program.

Program Eligibility and Requirements

ADCANP Programs must be in compliance with the following requirements to be eligible for funding:

1. Establish or continue a community-based child abuse and neglect primary or secondary prevention program serving residents of Alabama; funds may not be used for treatment.
2. Demonstrate changes in knowledge, behavior and attitudes of program participants, which lead to the prevention of child abuse and neglect.
3. If the program utilizes volunteers, there must be a training and documentation component.
4. Training, staff development, and conferences must support the prevention activities outlined in the grant. To be paid for by ADCANP grant funds, a specific training activity must have prior approval from ADCANP.
5. Three (3) current support letters or memorandums of understanding that guarantee the cooperation of any system/organization in which the program will be conducted are required, i.e. letters from a school system, court system or hospital, etc. Letters of support from other community organizations are also appropriate. The letters must be specific to the ADCANP funded program, and one must be from the Children's Policy Council and the Local Domestic Violence Shelter.
6. ADCANP will contract with only one organization per program. When a program is a collaborative project or co-sponsored effort, the primary organization may sub-contract with the other organization and submit the agreement for ADCANP review.
7. Documentation of 501(c) (3) status must be included in the grant application to receive funding. **Any Grant Application not submitting current status documentation of an IRS Form 501(c) (3) by Friday, May 18, 2012 will not be funded.** *(Applicant must provide documentation to ADCANP by May 18, 2012 no later than 5 p.m.)*
8. The grant application must include a current list of governing board members of the applicant organization for the purpose of keeping them informed about ADCANP. The list will not be used for solicitation of funds and will also not be shared without expressed written consent of the grantee. (Include contact information, including a current email address, and related professional status.)
9. No person shall be discriminated against on the grounds of race, color, national origin, sex, age, disability, or sexual orientation in receipt of services funded with this grant. The program will be in compliance with the Americans with Disabilities Act of 1990.
10. Organizations receiving state funds for programming will be required to provide assurance to ADCANP that those funds are not used in a duplicative manner.
11. Applicants must be able to provide the required 50% local funds match. A minimum of one-half of the match (25%) must be in cash, with the remainder (25%) allowed as in-kind contributions.
12. Private non-profit and public organizations directly requesting funds from the legislature for the prevention of child abuse and neglect for the 2012-2014 program year are not eligible to apply for grants funded with the Children's Trust Fund's state dollars.
13. Programs that serve families and children must encourage strong collaboration with other public/private agencies in the community. (Provide copies of Support Letters, Memorandums of Understanding or Cooperative Agreements).
14. Grantees must not supplant funds.
15. Applicants must provide a copy of current Independent Auditor's

Report (letter of opinion or disclaimer of opinion) on the financial statements and a copy of current IRS Form 990.

16. All Grantees will be monitored by the Alabama Department of Child Abuse and Neglect Prevention Staff, or their contractors, for compliance in the following areas (to include but not limited to):

- all state and federal regulations as they may relate to individual funding streams;
- programmatic content and delivery;
- financial compliance with best practice standards;
- staffing credentials;
- contracted services.

Financial Reporting Policy:

- Less than $50,000: Internally prepared financial statements; compilation; review, or audit reports optional.

- $50,000 to less than $100,000: compilation, review, or audit reports;

- $100,000 to less than $300,000: review or audit reports;

- $300,000 and over: audit reports.

Ineligible Programs, Services and Expenses

The following list, while not all inclusive, specifies other exclusionary criteria that the ADCANP Board will not consider for funding in Program Year 2012-2014:

Ineligible Programs/Services

1. Economic approaches to prevention (i.e., child support, divorce equity, or income maintenance programs);
2. Domestic violence (spouse abuse) prevention or shelter-based treatment programs;
3. Crime prevention programs;
4. Drug, alcohol or other substance abuse prevention or treatment programs;
5. Communicable disease prevention programs;
6. Stranger Awareness Programs;
7. Boot Camps;
8. Tertiary Prevention Programs;
9. Suicide Prevention Programs;
10. Tutoring;
11. Bullying.

Ineligible Services/Expenses

1. Purchase of fund-raising services or items;
2. "Indirect costs" or any costs that cannot be itemized in the ADCANP Budget;
3. Equipment purchases exceeding $499 for one item;
4. Per Diem or gasoline purchases:
   Only actual travel expenses are reimbursable. Mileage rate may not exceed current state rate;
5. Percentage of personnel benefits over the amount specified in the ADCANP budget;
6. Duplicating any portion of a salary of any current government employee (Supplanting);
7. Promotional items (T- shirts, caps, cups, etc.);
8. Payment for services currently being funded by ADCANP;
9. Fees to consultants who write the ADCANP grant;
10. Food and Beverages (State Funds may not be used to purchase food or beverages);
11. Computer leases;
12. Grantees may not charge salaries and/or benefits to the ADCANP grant during leave without pay (LWOP), sabbaticals, or extended "holidays", i.e. Spring and Christmas breaks (other than vacation or annual leave). The only holidays chargeable to the ADCANP grant are those approved by the Governor's Office and applicable to all state agencies;
13. Legal expenses/fees.

Contact your ADCANP Field Director if you have questions concerning budget expenditures.

Financial Definitions

ADCANP Required Match
Cash match is a cash outlay of 50% required of all applicants. A minimum of one half of the required match must be in cash. All of the match may be in cash. *(Ref: Code of Alabama, 1975, § 26-16-9 (a) (1) b.)*

Grant Amount	Total Match Required	*Cash Match*	*In-kind Match*
Example:	50% of grant	25% of grant	25% of grant
$40,000	$20,000	$10,000	$10,000

Note: The above figures are examples of minimum requirements.

Cash Match

Any cash outlay allocated to the ADCANP prevention program by the grantee's budget. Cash contributed by other agencies and institutions, or private organizations and individuals may also be applied to cash match provided the contribution goes into the grantee's budget and is allocated to the ADCANP prevention program.

Cash match contributions must be used for the ADCANP grant program, but not other organization programs, i.e. cash used as match for ADCANP funds may not be used for cash match for any other State or Federal grant funds. Required cash match requires the same financial documentation as do ADCANP funds. Match documentation remains on-site and is reviewed by ADCANP Staff during monitoring/site visits. Cash match funds must flow through the organization's own budget and documented as allocated toward the ADCANP grant prevention program. Cash match requirements for ADCANP, as outlined in the enabling legislation, specify that the match will consist of local funds/resources.

In-Kind Match
In kind contributions are contributions other than actual dollars by the grantee's own organization, other agencies and institutions, or by private organizations and individuals.

In-kind contributions may include, but are not limited to: volunteer services, the value of contributed space, equipment, materials, etc. (Use of office space, utilities, phone, etc. valued on the percentage of its value equal to the percentage that is being utilized by the ADCANP program.) In-kind services require explanation of source and amount. A detailed explanation from the provider with calculations shown for claimed amounts is sufficient documentation for in-kind match.

>   Volunteer services are considered to be in-kind contributions. In the case
>   of volunteer time, $21.86 per hour is the set value. Professionals volunteering in their
>   professional capacity contribute time valued at their local market rate.
>   (Ex: Psychologist at $80/hr.)

Parent Focused Program Components and Definitions

I.   Parenting Education and Support Programs

A.   A Parent Education and Support Program must include and demonstrate compliance with all of the following:

1. *The primary purpose of the program must be <u>child abuse and neglect prevention</u>.*
2. Use a set curriculum that is evidence/research-based and age appropriate. (The Department's Curricula Guide may be viewed at <u>www.ctf.alabama.gov</u>).
3. Offer opportunities for practice and modeling of appropriate parenting behavior and skills.
4. Increase knowledge and skills in the area of child rearing, behavior management, child development and communication and demonstrated with outcome data.
5. Offer social support, information and referrals to assist parents/caregivers.
6. Deliver in an individual or group setting.
7. Provision of the required data for the University of Alabama state-level program evaluation.
8. Include the "Protective Factors" in all programming.
9. Education on Shaken Baby (Abusive Head Trauma) Prevention and Safe Sleeping environments.

B.   Types of Parent Education and Support Programs include, but are not limited to:

1. Programs for pregnant or parenting teen mothers (may be implemented in classroom setting, hospital, etc.).
2. Programs for adult and teen fathers and adolescent males.
3. Programs for new parents (provides set curriculum on child development, parenting skills, and support systems). This type of program should provide follow-up contacts.
4. Programs for parents of special needs children (provides support and education for parents' of children with special needs).
5. Parenting program around specific need issues (programs that focus on specific age issues, such as parenting a teenager, parents going through divorce, etc.).
6. Parenting programs that address at-risk youth ages 8 - 17 (Children First Programs).
7. Programs that require a parent to attend parenting or coping skills classes that run in conjunction with programs provided to their children brought before the court (Children First Programs).
8. Programs that provide early, comprehensive support for parents.
9. Programs that increase family stability and promote the early development of parenting skills, especially in young parents and parents with very young children.
10. Programs that improve family access to other formal and informal resources and opportunities for assistance available within communities.
11. Programs that support the additional needs of families with children with disabilities through respite care and other services.
12. Programs that offer short-term assistance in times of stress (e.g. resource libraries, support groups).
13. Programs that promote the five protective factors.

II.   Home Visiting Programs

A Home Visiting Program must include and demonstrate compliance with all of the following:

1. *The primary purpose of the program must be <u>child abuse and neglect prevention</u>.*
2. Service delivery takes place in the home of the participant or another setting such as a daycare.
3. Use a research/evidence-based/evidence supported curriculum that is designed to individualize the sessions for the needs of the parent and child.
4. Provision of the required data for the University of Alabama state-level program evaluation.
5. Documented visits will last a minimum of one hour.
6. Visits that target an at-risk population will include plans for extended support and education and referral and linkage to community supports.
7. Interaction with the parent and child together in a modeling situation with the home visitor.
8. Program may be delivered by professionals, paraprofessionals and/or trained volunteers.
9. Provide comprehensive training to any staff or volunteer prior to conducting home visits. Training must be continuous throughout the grant year. (Most programs require a minimum of 16 hours of training.)
10. Refer home visiting clients to other social service organizations as necessary. (Grantees are required to track referral sources.
11. Include the "Protective Factors" in all programming.
12. Education on Shaken Baby (Abusive Head Trauma) Prevention and Safe Sleeping environments.

III.   Public Awareness and Training Programs

The primary purpose of the program must be <u>child abuse and neglect prevention</u>.

A.   A Public Awareness Program must include and demonstrate compliance with one of the following:

1. Focus on making the general population aware of child abuse and neglect and how to prevent it.
2. Help parents and caregivers connect with resources in the community that will strengthen the family and enhance parenting education.

B.   Types of Public Awareness and Training Programs include, but are not limited to:

1. Abusive Head Injury Prevention / Education
2. Mandatory Reporter Training
3. Internet/On-line Safety Training
4. Safe Sleep Training / Education

Participate in the University of Alabama state-level program evaluation.

IV.   Respite Care Programs

The primary purpose of the program must be <u>child abuse and neglect prevention</u>.

Respite Care Programs support the stability of families that provide long-term care to individuals or family members with special needs.

Respite Care Programs also reduce the following:
- Social isolation;
- Stress-related health problems;
- Reduced likelihood of institutionalization of the person with special needs;
- Reduces the likelihood of divorce and helps sustains marriages;
  (Source: FRIENDS National Resource Center).

Respite care can be provided in a variety of settings including, but not limited to:
- The family home;
- A relative's home;
- A community setting;
- A day care center;
- Church respite programs.

Participate in the University of Alabama state-level program evaluation.

Child Focused Program Components and Definitions

I.   School-Based Programs:

A.   School-Based programs must include and demonstrate compliance with all of the following:
1. *The primary purpose of the program must be <u>child abuse and neglect prevention</u>.*
2. Conduct a minimum of three presentations by the program staff/volunteers with the same participants;
3. Must include objective learning;
4. Leave follow-up materials with teachers or counselors to use that are consistent with program objectives and current research;
5. Use a set curriculum that is evidence/research-based and age appropriate with measureable outcomes;
6. All Children First programs must include information/education on prevention/cessation of tobacco products. **ADCANP endorses Tar Wars®;**
7. Provision of the required data for the University of Alabama state-level program evaluation.

B.   School-Based Programs must focus on the following:
  1. Personal Safety*
     - Body safety **(Body safety can be taught through Grade 3. After 3ʳᵈ grade, the focus should be child maltreatment prevention.)**

- Must have research-based positive outcomes that prevent child abuse and neglect.

If using a curriculum that focuses on Personal Safety, the program must incorporate identifying, managing and communicating feelings.

2. Child Maltreatment Prevention
- Internet Safety (including "sexting", and internet exploitation prevention);
- Identification and Maintenance of Healthy Relationships;
- Development of Personal Resources;
- Parenting for Teen Parents.

II. After-School/Non-School Based Programs:

A. *All after-school/ non-school based programs must include and demonstrate compliance with:*

1. *The primary purpose of the program must be child abuse and neglect prevention.*
2. Curriculum must be evidence/research-based and age appropriate with measurable outcomes.
3. Communicate with parents/caregivers on a periodic basis.
4. All Children First programs must include information/education on prevention/cessation of tobacco products. ADCANP endorses Tar Wars®.
5. Provision of the required data for the University of Alabama state-level program evaluation.

B. *Types of after-school/ non-school based programs (Children First Programs) include but are not limited to:*

1. Programs that address high truancy rates and other school issues (i.e. school dropout issues,
2. Programs that support (i.e. after-school, weekend, summer, mentoring, etc.);
3. All Children First programs must include information/education on prevention/cessation of tobacco products. **Tar Wars® is an approved curriculum to supplement the applicant's primary child maltreatment prevention curriculum. Please visit www.tarwars.org for more information;**
4. Programs that address alcohol and substance abuse issues with at-risk youth (age 8-17).
5. Programs that specifically address at-risk females;
6. Programs that include the teaching of parenting and/or family strengthening skills to the parents of the program participants.

C. *Types of after-school/non-school based programs that work with children and adolescents in a community-based setting. Examples include, but are not limited to:*

1. Boys and Girls Clubs, YMCA, YWCA;
2. Faith-Based Organizations;
3. Community Centers;

4. Schools.

III.   Mentoring Programs:

A.   All mentoring programs must include and demonstrate compliance with:

1. *The primary purpose of the program must be <u>child abuse and neglect prevention</u>.*
2. Conduct individual meetings with mentor (adult) and mentee (child or adolescent up to age 19);
3. Conduct group meetings with other mentees;
4. Use a set curriculum that is evidence/research-based and age appropriate with measureable outcomes;
5. Mentor must have a minimum of 4 contacts per month with mentee and Contacts must be at least one hour in duration and community based;
6. Provision of the required data for the University of Alabama state-level program evaluation.

B.   Types of mentoring programs include, but are not limited to:

1. Programs that include male and/or female mentoring;
2. Programs that improve family access to formal and informal resources and opportunities for assistance available within communities;
3. Programs that include mentoring new or expecting teen mothers.

**PY 2012-2014 Program Objectives and Target Data
University of Alabama, School of Social Work**

NOTE: Read carefully - The following information and forms have been revised.

ADCANP/CTF Programs' Overall Goal:
Programs will work to decrease risk factors and increase protective factors related to child maltreatment.

<u>Evaluation Aim</u>: Grantees will demonstrate through the evaluation process how their programs achieve the objectives listed for each of the program types for which funding is awarded.

<u>Evaluation Method</u>: Date will be submitted in an online data collection system on on monthly basis. Pre- and post-testing with standardized instruments identified to maximize data quality and minimize instrumentation burden to participants will inform the outcome evaluations. The UA Evaluation Team will provide individualized technical assistance regarding outcome evaluation to programs funded by ADCANP/CTF that may not fit within one of the pre-determined categories. No quarterly or end-of-year reports will be necessary.

Program Type: Parent Education/Support *and/or* Home Visiting Program Objectives

Programs will:

I.   develop parents' knowledge and skills in responding to the various types of maltreatment (physical abuse, emotional abuse, sexual abuse, neglect).
II.   develop parents' abilities to manage their own emotional responses and identify their own risk for maltreatment of their own children.
III.   develop parents' knowledge of community resources.
IV.   develop parents' knowledge and skills around developmentally appropriate practices for nurturing their children and managing child misbehavior.

Program Type: Public Awareness and Training Program Objectives

Types of Public Awareness and Training Programs emphasized this year include Abusive Head Injury (Shaken Baby Syndrome) Prevention, Safe Sleeping Environments, Mandatory Child Abuse and Neglect Reporting, and Internet/On-line Safety (including cyber bullying, sexting and internet exploitation).

Generally, all Public Awareness and Training Programs will:
   A.   Increase knowledge about the respective issue.
   B.   Increase knowledge about how to respond to the respective issue.

Specifically:
1.   Abusive Head Injury Prevention

Each training program will:

I.   Increase knowledge about consequences of Abusive Head Injury (Shaken Baby Syndrome).
II.   Increase knowledge about infant crying (#1 Trigger for Shaking).
III.   Increase knowledge of ways to sooth babies.
IV: Increase knowledge of ways to handle frustration.

2.   Mandatory Reporter Training

Each training program will:

I.   Increase participants' awareness of mandatory reporters' legal responsibilities in reporting suspected child abuse and neglect.
II.   Increase participants' knowledge about physical and behavioral indicators commonly associated with child abuse and neglect.
III.   Increase participants' knowledge of how to report abuse and neglect.

3.   Internet/On-line Safety Training

Each training program will:

I.   Increase knowledge about internet/on-line risks for children and teens.

II.   Increase knowledge of how adults' can help protect children teens from internet-related personal safety hazards.

4. Safe Sleep Training:

Each training program will:

    I.   Increase knowledge of consequences of unsafe sleeping environments
    II.   Increase knowledge of what population is most at risk for death/injury from unsafe sleeping environments
    III.   Increase knowledge of what is a safe sleeping environment

Program Type: Respite Care Program Objective

I.   Reduce caregiver(s) stress

Program Type: Child Focused Program Objectives (to include School-Based, After-School/Non-School Based, and Mentoring Programs)

Evaluation of objective attainment will be developmentally specific to three categories: Pre-K to 2nd Grade, 3rd Grade to 5th Grade, 6th Grade and above.

Programs will:

I.   Increase participants' knowledge about identification of feelings in self and others
II.   Increase participants' abilities to choose pro-social behaviors rather than risky behaviors
III.   Increase participants' knowledge about physical and emotional safety
IV.   Increase participants' knowledge of how to report risk of harm (i.e., bullying, child abuse and neglect, cyber bullying and internet exploitation)

2012-2014 Target Data Form
Program Services and Participants

This form will be submitted as part of each proposal (Appendix E) documenting the respective programs' annual estimates of these process-oriented program activities (thereby applicants will be setting their own benchmarks for evaluation of process), and the data will also be collected on a monthly basis (to ascertain progress towards the benchmark set by each program for itself relative to each of the activities).

Program Services to Be Conducted

Average # of contact hours per participant:

Average # of contact sessions per participant:

Adult/Parent Participants to Be Served

# of adults/parents to be served (over age 18):

# of teen parents to be served (under age 18):

Child/Youth Participants to Be Served

# of children to be served pre-K (0-5):

# of children to be served K-5th grade:

# of youth to be served 6th-12th grade:

    # of children/youth with special needs:

Ethnicity of Participants to Be Served

# of Hispanics, Latino or Spanish

Not Hispanic, Latino or Spanish

Race of Participants to Be Served

# of Caucasians:

# of African-Americans:

# of Asian-Americans:

# of Native Americans:

# of Multi-Racial:

# of Other Race:

Gender of Participants to Be Served

# of Males:

# of Females:

Public Awareness Activities

	# of Presentations	# Served
Trainings		
Community Events		
School Events		
PSA's		
Media Events		
T.V. Shows		
Child Abuse Prevention Month		
Brochures/Flyers		
Speaking Engagements		
Information Packets		
Other: _____		

Grant Review Scoring Sheet (Program Year 2012-2014)
*** *This form is for informational purposes only. Do not submit this form with your Grant Application.*

Reviewer ID #: _____

Organization Name: _____

Program Name:_____

Congressional District: _____   State House District _____   State Senate District ____

Program Type: (circle one) Parent Education & Support   Home Visiting

Public Awareness/Training   Respite Care   School-Based   Non-School based/After School   Mentoring
----
If school-based or child focused, grades served: Zero-age 3   Pre-school   Kindergarten-1ˢᵗ Grade
(circle all that apply)   Grades 2-3   Grades 4-5   Grades 6-7
                              Grades 8-9   Grades 10-12   other (specify):_____
Will the proposed program serve children with disabilities/special needs? ___ yes   ___ no
----

I. ORGANIZATION'S ADCANP FUNDING HISTORY

Request for Funding Increase (Current Grantees Only – No points)
Did the applicant:
- Provide a clear plan why additional funds are needed

II. PROGRAM NARRATIVE

Score

_____   **A. Problems and Needs Assessment:** (15 points)
Did the applicant:
- Identify the problems to be addressed by the program/service
- Identified an need for the program/service in their area
- Identify the specific risk factors present in target population
- Demonstrate an understanding of the problem(s)
- Include reviews of literature, best practices, state and local data

_____   **B. Purpose of the Program** (10 points)
Did the applicant:
- Describe what the program intends to achieve
- Provide an operational plan that includes specific activities for attaining selected UA program objectives
- Name the program location and hours of operation
- Describe participants' accessibility to site
- List days of the week and time program is conducted
- Application Checklist

_____   **C. Program Management and Organization** (10 points)
Did the applicant:
- Give a brief description of the organization's history and structure
- Provide number of employees, titles, qualifications and experience of staff responsible for ADCANP program
- Provide an organizational chart
- Provide resume(s) or job descriptions
- Provide current list of Board of Directors

_____   D**. Population to be Served** (10 points)
Did the applicant:
- Provide the demographics of the target population and the number to be served
- Include plans for identifying recruiting, involving, retaining, and following-up (tracking) of target population
- Describe how parental consent will be obtained for participating minors, and efforts/program components to increase parental involvement
- Target Data Form

_____   E**. Collaboration with Other Agencies and Individuals** (10 points)
Did the applicant:
- Describe the program's collaboration and coordination plan with other community-based public and private agencies
- Demonstrate how the program is not duplicative and coordinates with existing programs in the community
- Three (3) current support letters or memorandums of understanding that outline the nature of the relationship

_____   **F. List Curricula used** (10 points)
Did the applicant:
- List curricula to be utilized in the program
- Describe how the curricula is appropriate for the program criteria and target population
- Provide a synopsis of curriculum by the publisher

_____   **G. Use of Volunteers** (5 points)
Did the applicant:
- List specific duties, recruiting, screening, training and number of volunteers for ADCANP program
- If applicable, list why volunteers are not utilized in the ADCANP funded program
- Provide a statement regarding how they will comply with ADCANP's background check policy for volunteers
- Provide a volunteer training outline
- Mandatory Reporting Policy

<u>N/A   </u>   **H. Stipulations** (Current Grantees Only – No points)
Did the applicant:
- Address any stipulations made by the ADCANP Board

_____   **I. Promotion of ADCANP funded Prevention Programs**
(All applicants – 5 points)
Did the applicant:
- Include a plan to market the Children's Trust Fund license plate to the community

_____   **Budget – Personnel Expenses, Operating Expenses and Personnel Budget Worksheet** (10 points)
Check the following items for accuracy:
- Budget is calculated correctly
- Specific source of cash match is listed
- Percentages of match are calculated correctly (50% of requested amount)
- The total budget amount matches the amount requested on the cover page
- Brief description of each position is listed
- Hours and amount of ADCANP request are listed correctly and match personnel expenses for ADCANP program

_____   **Budget Narrative** (10 points)
Did the applicant:
- Provide ADCANP with Independent Auditor's Report and 2010 or 20111 IRS Form 990 (See Appendix I)
- Provide an explanation of each line item charged to ADCANP program
- Copy of current IRS Form 501 (c) (3) status documentation/letter: [non-profit organizations only]
- Provide a current year list of all funding sources including, but not limited to, Federal, State and local grants
- Specific source of cash match is provided
- Discuss organization's sustainability plan

_____   **Program/University of Alabama Objectives Information**
(Current Grantees Only **-** 5 points)
Did the Applicant:
- Explain any observed improvements for participants related to Program Year 11-12 UA Program Objectives.
- Explain any barriers to program implementation and how each will be addressed, corrected, and changed for future implementation

_____   **Appendix K: Logic Model** (5 Points – Optional) (See Programmatic Glossary on Page 36)

_____ Subtotal

(_____)   **Standard Deductions**
1. Tabs Missing/Incorrect Tabs	5 points
2. Original or Copies not signed	5 points
3. Late Financial Report (s)	5 points
4. Late UA Data Report(s)	5 points
5. CD not included	5 points
6. Program Narrative Exceeds 5 pages	5 points

CALCULATE TOTAL
HERE (minus standard deductions):_____
(100 points possible for new applicants/105 points possible for current grantees)

Comments and Stipulations:

Amount Requested: $_____

Child Abuse and Neglect Prevention programs are funded by proceeds from the purchase of the ADCANP Children's Trust Fund Specialty car tag. To demonstrate your efforts to prevent child abuse and neglect, please purchase or renew your _tax-deductible_ tag today.

STATE OF ALABAMA
DEPARTMENT OF CHILD ABUSE AND NEGLECT PREVENTION
BOARD OF DIRECTORS
2012

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Otts.mac@gmail.com

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Weaver, AL
HarrisMcKayKeith@aol.com

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Senator Arthur Orr
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District 7

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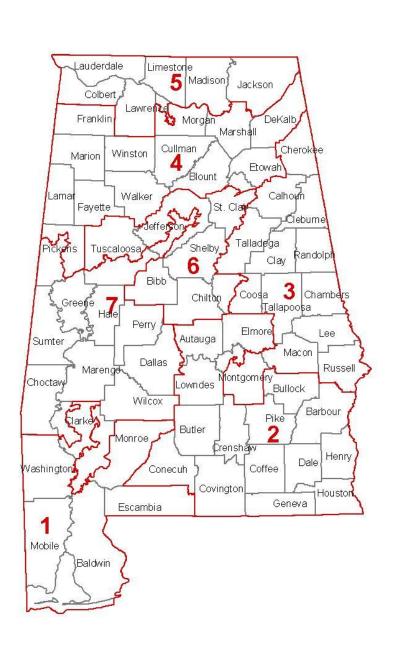| **Department Heads**	**Department Head Representatives**
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Revised: March 28, 2012

Alabama Counties Divided Among
U.S. Congressional Districts

District 1
Baldwin
Clarke
Escambia
Mobile
Washington
Monroe

District 2
Autauga
Barbour
Bullock
Butler
Coffee
Conecuh
Covington
Crenshaw
Dale
Elmore
Geneva
Henry
Houston
Lowndes
Montgomery
Pike

District 3
Calhoun
Chambers
Cherokee
Clay
Cleburne
Coosa
Lee
Macon
Randolph
Russell
Talladega
Tallapoosa

District 4
Blount
Cullman
DeKalb
Etowah
Fayette
Franklin
Lamar
Marion
Marshall
Walker
Winston

District 5
Colbert
Jackson
Lauderdale
Lawrence
Limestone
Madison
Morgan

District 6
Bibb
Chilton
Jefferson
Shelby
St. Clair

District 7
Choctaw
Dallas
Greene
Hale
Marengo
Perry
Pickens
Sumter
Tuscaloosa
Wilcox

Child Maltreatment: Risk and Protective Factors

Risk Factors for Child Maltreatment

Research has uncovered a number of risk factors or attributes commonly associated with maltreatment. Children in families and environments where these factors exist have a higher probability of experiencing maltreatment.

A greater understanding of risk factors can help professionals working with children and families identify maltreatment and high-risk situations so they can intervene appropriately. It must be emphasized, however, that while certain factors often are present among families where maltreatment occurs, this does not mean that the presence of these factors necessarily lead to child abuse and neglect.

Common factors associated with increased risk of child maltreatment are often categorized as follows:

Parent or Caregiver Factors

- Individual characteristics
- Substance Abuse
- Teen Parenting

Child Factors

- Age
- Health
- Disabilities

Family Risk Factors

- Caregiving and household structure
- Domestic/intimate partner violence

Community Risk Factors

- Neighborhoods
- Poverty and economic conditions

Risk Factors for Recurrence of Child Abuse and Neglect

Co-Occurring Risk Factors

Source: Child Welfare Information Gateway
http://www.childwelfare.gov/can/factors/contribute.cfm

Protective Factors for Child Maltreatment

Protective factors are conditions in families and communities , when present, increase the health and well-being of children and families. They serve, as buffers, helping parents to find resources, supports, or coping strategies that allow them to parent effectively, even under stress.

Research has shown that the following protective factors are linked to a lower incidence of child abuse and neglect:

- Nurturing and attachment – Building a close bond with their children helps parents better understand, respond to and communicate with their children.

- Knowledge of parenting and of child and youth development – Parents who know what to look for and how to respond at each age help their children reach their full potential.

- Parental resilience – Recognizing the signs of stress and enhancing problem-solving skills can help parents build their capacity to cope.

- Social connections – Parents with an extensive network of family, friends and neighbors have better support in times of need.

- Concrete supports for parents – Access to housing, financial and other concrete resources and services helps parents meet basic needs and better attend to the needs of their children..

Program Strategies that Build Protective Factors

Most people who work with children and families are already doing things to help build protective factors. Field research behind Strengthening Families identified seven key strategies that exemplary programs use in their work to build protective factors with families. The same strategies often help build more than one protective factor. While the programs implement them are adapted to the culture, concerns, values and traditions of the particular families they serve. People working in community programs, early care and education, child welfare, family support and the many other places can adapt these strategies to support the families and children they encounter.

The Seven Program Strategies are:

1. Facilitate Friendships and Mutual Support
2. Strengthen Parenting
3. Respond to Family Crises
4. Link Families to Services and Opportunities
5. Value and Support Parents
6. Facilitate Children's Social and Emotional Development
7. Observe and Respond to Early Warning Signs of Abuse and Neglect

Logic Model – Optional (5 points)

Applicants have an opportunity to include a Logic Model for their child abuse and neglect prevention program. A logic model builder is available from FRIENDS National Resource Center (Child Welfare Information Gateway) at http://www.childwelfare.gov/preventing/developing/toolkit/. Include your logic model in Appendix K – Grant Application.

According to FRIENDS, "The Logic Model Builder helps programs identify anticipated outcomes, indicators of success, and evaluation instruments that may be appropriate to measure success. The logic model will help you get started in planning an evaluation of your program".

No points will be deducted for applicants not submitting a logic model, but may later be required if the program is funded through Community Based Child Abuse Prevention Program (CBCAP) contract funds provided by the U.S. Department of Health and Human Services.

FRIENDS National Resource Center for Community-Based Child Abuse Prevention (CBCAP) is a service of the U.S. Department of Health and Human Services, Administration for Children and Families, Children's Bureau.

Definitions of ADCANP Budget line items are listed below:
(Please email a ADCANP Field Director or Auditor if you have any questions.)
staff@ctf.alabama.gov

1. **Personnel/Salaries**: Expenses for all employees of the organization receiving compensation from the ADCANP funded program. Employees are defined as personnel of the organization who have taxes deducted from their paycheck and/or receive any employee benefits from the organization.

2. **Personnel/Benefits**: Monies related to the **employer's** expenses for the ADCANP funded program. Allowable expenses include: FICA (Social Security and Medicare taxes), retirement, State unemployment Insurance, workman's compensation, annual leave/vacation for full-time employees, and health/dental insurance. Examples of ineligible expenses include, but are not limited to: Disability Insurance, Accidental Death and Dismemberment Insurance, Life Insurance, other "unallowable costs" specified by ADCANP funders, and costs prohibited by law or policies of the State of Alabama Finance Department.

3. **Accounting**: Expenses related to financial reporting and management of the ADCANP Grant Award Contract.

4. **Audit/CPA Services**: Examination or verification of financial records, accounts, and expenditures by a Certified Public Accountant.

5. **Background Checks**: Expenses related to payments to law enforcement/public agencies or private entities for criminal background checks on employees, volunteers, or other individuals required to have a background check in accordance with ADCANP policy.

6. **Cellular Phones:** Expenses related to the use of cellular phones. Cellular phones can be charged to the ADCANP grant at a maximum of $40 per month. Only cell phones used by field staff working on the ADCANP funded program are allowed.

7. **Consultants**: Expenses related to the hiring of contracted professionals who provide services to the organization for the ADCANP funded program. Charges to the ADCANP grant for consultants must have prior written approval from the ADCANP Director/Deputy Director unless included in the original grant application and approved by the ADCANP Board of Directors. A contract for the consultant and his/her services is required.

8. **Curriculum:** Evidence/Research-based curriculum utilized to educate and provide knowledge to program participants. Curriculum must demonstrate impact and effectiveness for the population served.

9. **Equipment:** Expenses related to the purchase and/or lease of non-consumable items (i.e. copiers, fax machines, postage machines, cameras, video cameras, VCRs, overhead projectors, furniture, etc.) Equipment purchases may not exceed $499.00 per item. If the organization is unsure of the eligibility of equipment expenses, please contact your assigned ADCANP Field Director for approval.

10. **Office Supplies:** Examples are copy paper, toner, and other miscellaneous office supplies. All office supply expenditures must include copies of receipts that itemize and define the items purchased.

11. **Postage:** Expenses that include mailing or shipping items related to the ADCANP program.

12. **Printing:** Expenses related to advertising/marketing programs, brochures, handouts, stationary, or other materials that support ADCANP funded programs.

13. **Professional Services/Independent Contractors**: Expenses related to payments made to individuals who provide a specific service to the ADCANP funded program and who do not receive employee benefits (i.e. a professional counselor contracted to provide therapy, a nurse teaching a prenatal class, janitorial services, speaker honorariums, attorney fees, etc.).

14. **Program Materials:** Items that are used to support the ADCANP funded program. Program materials may include but are not limited to curriculum, educational materials, and handouts.

15. **Space Rental:** Expenses related to administrative office space or meeting space where the ADCANP funded program is conducted.

16. **Staff Development:** Expenses related to staff training (i.e. registration and in-service fees). Do not include travel expenses related to training in the staff development category. **ADCANP does not require any staff development training other than the annual Grantee Training conducted by ADCANP, and domestic violence screening.**

17. **Telephone:** Calls made for the ADCANP funded program. Expenses related to telephone costs are based on actual calls made in support of the ADCANP funded program or a reasonable allocation percentage.

18. **Transportation/Travel:** Expenses related to travel and overnight stay necessary to support the ADCANP funded program. Mileage rate not to exceed current state rate. ADCANP will not reimburse gasoline expenses.

19. **Utilities:** Expenses related to electricity, water, gas, internet and cable services that support the ADCANP funded program**.** Expenses related to utilities costs are based on actual costs in support of the ADCANP funded program or a reasonable allocation percentage.

20. **Volunteer In-Kind:** Expenses related to any non-professional who volunteers for the ADCANP funded program. Each non-professional volunteer hour may be charged at $21.86 an hour. The exceptions to this are Licensed/recognized professionals volunteering in their professional capacity may charge at the market rate. For example: A nurse teaching a parenting class or an accountant preparing the organization's books.

21. **Other:** Fully explain any item not listed as a line item in the Budget Narrative.

End of Document
(Program Year 2012-2014 Request for Proposal)